

Request for Excused Absences during Educational Time



The Salt Lake City School District is committed to a quality education; therefore, we are concerned when a child misses school for any reason. Utah’s compulsory education law, Utah Code §53A-11-10 through 105 requires that every school age child ages 6-18 be enrolled in school and attend regularly. Parents and students are responsible for regular attendance. Students may be excused from school attendance for valid and legitimate reasons: illness, medical appointments, and family emergencies, death of a family member or close friend, and observance of religious holidays. The school shall reasonably accommodate a written request of a student’s parent or guardian to excuse the student from attendance for a family event. An excused absence does not diminish expectation for the student’s academic performance.

Please note that even though a student has an opportunity to make up work, extended absences may negatively affect the student’s academic progress. While some assignments may be made up, some classroom experiences cannot be replicated and student progress may suffer.

Section 1: *To be completed and submitted by parent or guardian at least ONE WEEK prior to the planned absence.*

Student Name: _____ Student #: _____

Parent / Guardian Name: _____ Phone #: _____

Dates of Planned Absences: Beginning Date: _____ Ending Date: _____

Total number of days student will be absent: _____

Purpose for absence: _____

Section 2: *To be taken by student to teachers to complete*

Period	Teacher Comments (if any)	Current Grade	Absences may put student in jeopardy of lowering grade in class?	Teacher Signature
1			Yes No	
2			Yes No	
3			Yes No	
4			Yes No	
5			Yes No	
6			Yes No	
7			Yes No	

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Section 3: *To be completed by school administrator*

Requested absence is: Excused Unexcused

Excused with concerns noted _____

Principal signature _____ Date _____

All signatures must appear for the request to be valid. The form should be on file before the beginning absence date. Otherwise the above dates will be considered unexcused absences and Utah’s compulsory education law, Utah Code §53A-11-101 through 105 will be followed. Please refer to the Salt Lake City School District S-4 policy.